

RA Ref	DEVO/1	
Team	Council	
SWP required		No

Risk Assessment Title: Transfer of Assets and Services from Somerset Council to Minehead Town Council

Completed By - Name: Ben Parker

Date of Assessment: March 2025

Council Approval Date: 25th March 2025; Minute No:2025/47

Date for Review: Ongoing

HAZARD	RISK	PERSONS INVOLVED	Initial Risk Score			CONTROL MEASURES (Inc statutory requirements)	Residual Risk Score	
			SEVERITY (1-5)	LIKELIHOOD (1-5)	OVERALL SCORE		LIKELIHOOD (1-5)	OVERALL SCORE
• Legal and Administrative Complexities	<ul style="list-style-type: none"> Delays or errors in transfer documentation Legal disputes 	<ul style="list-style-type: none"> Council staff, legal representatives 	4	3	12	<ul style="list-style-type: none"> Engage qualified legal professionals. Ensure all documentation is thoroughly reviewed. Establish service level agreements for car parks and their ongoing liabilities. Register all asset transfers with relevant authorities. Ensure any staff transfers follow the TUPE process in accordance with legal advice. 	2	8
• Financial Burden	<ul style="list-style-type: none"> Increased costs for staffing, insurance, equipment 	<ul style="list-style-type: none"> MTC Council taxpayers 	4	4	16	<ul style="list-style-type: none"> Budget planning with contingency for unknown costs. Use underspend from 2024/25 budget to cover uncertainties. Sufficient level of General Reserves in place. Review financial implications annually. Income generating assets included in devolution deal presenting income opportunities. 	3	12
• Operational Capacity	<ul style="list-style-type: none"> Staff shortages Inefficient maintenance due to increased workload 	<ul style="list-style-type: none"> MTC Staff 	3	4	12	<ul style="list-style-type: none"> TUPE transfer of three staff from Somerset Council. Implement seven-day rota system. Invest in necessary equipment and vehicles. 	2	6

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						<ul style="list-style-type: none"> Review office working arrangements at earliest opportunity. 		
<ul style="list-style-type: none"> Public Confusion Over Responsibilities 	<ul style="list-style-type: none"> Complaints and service requests misdirected 	<ul style="list-style-type: none"> Residents Visitors Businesses 	3	3	9	<ul style="list-style-type: none"> Clear communication with the community through press releases, websites and social media. Updated signage and public notices. Regular engagement through social media and community engagement events. 	2	6
<ul style="list-style-type: none"> Infrastructure Deterioration 	<ul style="list-style-type: none"> Deferred maintenance causing hazards in open spaces 	<ul style="list-style-type: none"> Public MTC staff 	4	4	16	<ul style="list-style-type: none"> Implement maintenance plans/schedules. Annual reviews of infrastructure investment. Any existing inspection reports to be transferred for review in advance. Implement a proactive reporting system for faults. Develop a long-term infrastructure enhancement plan outlining key projects and estimated costs. Implement a memorial bench and tree policy, allowing the public to contribute towards new installations. Actively seek external grant funding opportunities. 	3	12
<ul style="list-style-type: none"> Environmental Risks 	<ul style="list-style-type: none"> Increased carbon footprint Biodiversity loss 	<ul style="list-style-type: none"> Public Environment 	3	3	9	<ul style="list-style-type: none"> Continue rewilding program Invest in eco-friendly equipment and practices where possible Consider environmentally friendly methods when planning any future infrastructure or landscaping projects 	2	6

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<ul style="list-style-type: none"> Health & Safety of Public and Staff 	<ul style="list-style-type: none"> Injuries due to unmaintained play areas, pathways, or equipment failure 	<ul style="list-style-type: none"> Public MTC staff 	4	3	12	<ul style="list-style-type: none"> Conduct regular risk assessments and safety audits. Ensure staff training in health and safety measures. Carry out staff inductions of any newly appointed staff. Regularly review any existing staffing policies and procedures. Implement out-of-hours reporting for urgent issues. 	2	8
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Legal review of all asset transfer agreements	<ul style="list-style-type: none"> Town Clerk Solicitor 	April 2025		
Comprehensive review of Financial, Operational and Governance Risk Assessments.	<ul style="list-style-type: none"> Deputy Clerk Finance and General Purposes Committee 	April 2025		
Staff training on any new operational requirements and ongoing training planning.	<ul style="list-style-type: none"> Town Clerk Amenities Manager 	Ongoing		
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

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DATE OF REVIEW:	COMMENTS:
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Risk Matrix

Risk Rating				Consequence (Impact/Severity of Injury)					
Very High (VH) 15-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1.	2.	3.	4.	5.	
				Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood Descriptor			Consequence Descriptor		<ul style="list-style-type: none"> Near Miss. No treatment required. 	<ul style="list-style-type: none"> First-Aid treatment (e.g. minor cuts, bruises, bumps) 	<ul style="list-style-type: none"> Medical treatment Lost time of >3 working days. 	<ul style="list-style-type: none"> Serious injury/ medical treatment. Hospitalisation. Lost time (RIDDOR) 	<ul style="list-style-type: none"> Loss of life. Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.		5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.		4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.		3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.		2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.		1.	Rare	L-1	L-2	L-3	L-4	M-5